

Town of Rowe
Board of Selectmen – Minutes
Wednesday, January 13, 2016 – 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chair Wilson at 3:00pm.

Present: Chair Wilson, Selectman Quist and Administrative Clerk Janice Boudreau
Vice-Chair Susan Gleason was absent

Minutes:

Motion to accept Minutes of December 30, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of December 30, 2015 as presented. The motion, seconded by Selectman Quist, was accepted. (2/0/1)

Old Business

1. Personnel Policy Manual:

a. **Town Counsel's Opinions:** Chair Wilson reported that Town Counsel is reviewing the Personnel Policy Manual and address concerns about individual employee Hire Letters on file.

b. Sheila Litchfield Concern Regarding Benefits: Town Nurse Sheila Litchfield discussed the Personnel Policy Manual updates and the effects of the benefits of her position.

2. Review Policies created in 2015: Policy Reviews tabled until next meeting

a. Public Purpose Limitation Law

b. Accounting Policies

3. Review DEP Letter Concerning Water at Town Hall Complex: Administrative Clerk reported that she was working with Hoosatic Basin who test the Town Public water and that they will help address the Dept. of Environmental Protection requirements. It will involve replacement of Town Hall water meter, 1 or 2 backflow prevention devices be installed at the DPW garage, an updated emergency plan and educational material provided to employees that addresses what to do in the event of emergency.

New Business

1. 4:00pm - Discuss Vaughn Tower Assessment of Municipal Buildings: Vaughn Tower conducted an assessment of Town Buildings to assess their condition and to propose a schedule for repair and maintenance. He highlighted situations that were in urgent need of attention. It was agreed to review and select items that should be in Town Budget.

2. Schedule Harpers regarding Tracking Benefits on Pay Stubs: It was decided to meet with Harpers to discuss tracking employee benefits electronically in April.

3. Consider Executive Secretary Position: Tabled for next meeting.

4. Organization of Keys: Administrative Clerk presented the cost of having the Town Hall entrance door lock changed as well as all Town Hall offices. It was agreed to wait until the end of fiscal year to see if there was enough funds to do so. In addition, it was agreed to make sure to have a copy of each office key had a master on file.
5. Discuss Record Retention: Chair Wilson asked Administrative Clerk to research how other Towns are retaining records rather than to microfilm.
6. Discuss Assessors Overlay Surplus Account: Chair Wilson reported speaking with Assessors Chair and that there was approximately \$90,000.00 and that they wished to retain \$20,000.00 and that the Select Board can request the \$70,000.00 and, if requested, to think about what it can be used for.
7. Discuss Minimum Wage for Municipal Employees: Chair Wilson reported that municipalities are not subject to the Massachusetts Minimum Wage Law, but to the Federal Minimum wage Law.
8. Appointment to Old Home Day Committee: Chair Wilson said the Old Home Day Committee requested an appointment.

Motion to Appoint: Chair Wilson made a motion to appoint Steve Fisher to the Old Home Day Committee. The motion, seconded by Selectman Quist, was accepted. (2/0/1)

9. Administrative Clerk Updates: Janice Boudreau reported that the Hazard Mitigation Plan Committee had met and were in the process of reviewing the final draft version. Once the committee conducted their final review, it will then be available for a Public Review Period from Tuesday, January 26, 2016 to February 9, 2016. The final version will then be sent to the MA and Federal Emergency Management Agencies to conduct their review. Ms. Boudreau also said that FRCOG would be sending materials concerning the Town dams and that they may need to be inspected each year.

Warrants: Review FY16W15 and FY16PW15

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 6:01 p.m. The motion, seconded by Selectman Quist, was accepted. (2/0/1)

Respectfully Submitted,

Janice Boudreau

Approval Date:

FEBRUARY 10, 2016

Approved:

Marilyn Wilson

Marilyn Wilson, Chair

Susan Gleason
Susan Gleason, Vice-Chair

Walter J. Quist

Walter J. Quist, Selectman

Attachments:

- Agenda 12/30/15
- Memo from Town Nurse
- Report from Vaughn Tower – Assessment of Buildings (8 pgs)